

Village of Long Grove, Administrative Services Coordinator

The Village of Long Grove seeks a full-time Administrative Services Coordinator. The purpose of this position is to perform administrative and customer service functions including assigning coordinating activities of private sector and intergovernmental providers of municipal services.

Additional duties include but are not to be construed as exclusive or all inclusive:

- Provide customer service to internal and external customers – addressing and resolving questions, referring complex inquiries and or complaints to appropriate staff as needed.
- Oversees various licensing and permitting processes.
- Work closely with the Historic Downtown Long Grove Business District on public services for annual festivals.
- Serve as staff liaison to Homeowner Associations.
- Responsible for record retention and composing routine correspondence.
- Assists with the development and dissemination of monthly eNews and quarterly print newsletter.
- Assists with the preparation of agendas, packets, and public notices for Village Board meetings.
- Responsible for purchasing of supplies for Village Hall offices.
- Assists with fulfilling FOIA requests.
- Provides administrative and organizations support to the Village Manager as requested, schedules appointments for Village related activities and meetings.

Qualifications:

A minimum of an associate degree, plus three or more years related work experience. The ideal candidate will possess a solid working knowledge of MS Office and web-based computer software programs. Prior experience with BS&A is a plus. Preference will be given to candidates who have local government and or communications/public relations experience. The position requires flexibility and be able to adapt to constant shifting of priorities.

Schedule/Work location:

Village Hall is located at 3110 Old McHenry Road.

Typical work hours are Monday-Friday 8:00 a.m. to 5:00 p.m. Any additional time worked would be based on operational needs.

Salary/Application Deadline:

The annual salary range is \$55,000 to \$60,000 DOQ, with an excellent fringe benefit package including health insurance and Illinois Municipal Retirement Fund (IMRF) pension.

Letters of interest and resumes must be submitted via email by May 15, 2023, attention to:

Gregory Jackson
Village Manager

gjackson@longgroveil.gov

The selected candidate will be subject to a pre-employment criminal history background investigation.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact Village Hall at 847-634-9440

THE VILLAGE OF LONG GROVE IS AN EQUAL OPPORTUNITY EMPLOYER